

Max James Adams

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Personal statement/Aim for work

I am a very hard working and punctual employee, and once I start a task, I want to complete it at the highest possible level. I'm confident and outgoing and strive to create an enjoyable and friendly atmosphere in any place of work. I am adaptable to virtually any task, and can always change personal plans if it is important for work.

Key Skills/Qualities/Experiences

- Excellent communication skills, both written and verbal
- Experienced in retail sales
- Experienced in dealing with clients & customers, both children & adults
- Used to meeting deadlines and work related goals
- Confident dealing with clients and customers
- Volunteered various days for Norfolk FA coaching and refereeing a small sided tournament.
- Refereed 'Premier League in a Day' tournament at the FDC, for Sport Relief
- Raised £500 for the Royal British Legion in April 2015 by canoeing 20 miles in 7 hours
- Raised £450 for the Sporting Light Appeal through summer 2015

Employment History

Community Sports Coach, Norwich City Community Sports Foundation, Carrow Road.

(August 2013 – Present)

Coaching experiences:

- Over the past 12 months I have coached After School Clubs at multiple schools in Norfolk, providing engaging, challenging and enjoyable football & multi-sport sessions for ages 4-11
- I have also been fortunate enough to coach the 'Player Development Centre' under 6 age group, allowing very young players to explore the game and structure their sessions so that there is a balance of progressive development and enjoyment amongst the young participants.
- One of my most fulfilling jobs at the CSF is coaching and refereeing the Adult Disability Grand Prix League at various points in the year. Here I have refereed players with mild and severe learning difficulties and allowed them to enjoy their exercise in a fun, approachable and safe environment.
- Along with refereeing Adult Disability matches, I have also been linesman for the Girls Player Development Centre on occasion, most notably a home fixture vs Arsenal in 2014. This variety of work I have done with the CSF has provided me with opportunities to broaden my knowledge in coaching, refereeing and allowing sessions to run smoothly on a social level.
- My volunteering and start of paid work came in the form of coaching 'Mini-Kickers' sessions. This is basic enjoyment coaching of children aged 4-8. At the very start of my time coaching with the CSF, I volunteered 3 hours a week on a Saturday morning with this type of work. The challenges involved such as behaviour and standard of play was difficult for me to adapt to early on, but the personal development as a coach this provided me with has made me as adaptable, confident and approachable as I am today, in all aspects of my work.

Achievements and responsibilities:

- Responsible for putting on a challenging and fun session for all the children that I coach
- Responsible for maintain their health and safety, and making sure all the children's are enjoying themselves, and dealing with any problems that arise.
- I have an emergency first aid in football certificate, so I have to monitor for injuries in the players
- I have to be confident talking to a group of people, and explaining myself to the children
- I need to make a good professional relationship between me and the parents

Sales Assistant 'BREAK' Charity, Long Stratton, Norwich.

(March 2012 – November 2012)

Achievements and responsibilities:

- Helped introduce older members of staff to computer research for premium items of stock
- Responsible for prioritising stock
- Responsible for sales and returns in shop
- Had to sort through new stock, any try to repair any damaged goods
- Experienced admin work, filled out paper work on new donators

Matchday Waiter for 'Darren Huckerby Matchday Club' at Delia's Canary Catering.

(February 2014 – June 2014)

Achievements and responsibilities:

- Waiting tables, taking drinks orders and providing good overall customer service
- Preparing the lounge before matchdays, laying tables, getting tea/coffee ready for half time.
- Serving food and drinks to tables and dealing with any customer requests.

Education

BA Hons Sport Management – University of Derby

(September 2015 – Present)

- Proving me with experience at Derby County Football Club in departments such as:
 - o Marketing
 - o Commercial
 - o Media
 - o Ticketing
 - o Stadium Control
 - o Community
 - o Data

Easton College, Sport Fitness and Coaching Applications

(September 2012 – Present)

Level 3 extended diploma: (Expected Grades)

- Fitness Testing & Training - Distinction
- Current Issues in Sport - Distinction
- CYQ (Gym Instructing) – 88% in exam, practical assessment pending
- Assessing Risk in sport – Merit
- Health and Lifestyle in Sport – Distinction
- Anatomy and Physiology – Merit
- Practical Team Sports - Distinction

Long Stratton High School

(September 2007 – June 2012)

- GCSE's
 - A* in ICT
 - A in Graphics
 - B in Methods of mathematics, applications of mathematics, English Literature, English Language, Science Core, Science Additional, Geography, Food Technology, Thinking and Reasoning Skills (Optional ½ GCSE)
 - D in Religious Education

Other Qualifications

(All achieved within 2006 – 2014)

- Level 1 Football Coaching
- Level 2 Football Coaching
- Level 1 Multi Sport Coaching
- Level 2 Multi Sport Coaching
- Level 1 CYQ Gym instructor
- Emergency First Aid
- Safeguarding of children
- Junior Step into Sport Basketball Coach
- Basic Training for Waiting tables
- Full UK driving licence with no penalty points

References

Reference contact details are available upon request.

Omari Williams – Course leader, Sport Management, Uni of Derby

Gary Mansell – CEO trade extensions, Family friend for 12 years

Ian Thornton – Community sports foundation, provided employment since August 2013